

**Washington State Homeland Security CN – 002-06  
EMPG Reimbursement Guidelines**

Subject: Emergency Management Performance Grant (EMPG)  
Reimbursement Guidelines

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Approved:

  
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## **1. Introduction/Background**

EMPG funds are intended to increase the overall amount of resources available for emergency management in order to enhance preparedness and increase services and opportunities. According to the Department of Homeland Security (DHS), Office of Grants and Training (OGT), Office of Grant Operations (OGO) Financial Management Guide,

Current levels of activities or programs funded by State, local or non-governmental entity resources should only be increased by receipt of Federal funding. Recipients must therefore ensure that they do not reduce the current overall level of funding support to preparedness missions, absent exigent circumstances.

When you apply for an EMPG award, you submit a budget that identifies the costs you have pre-budgeted for with local funds. The State then 1) bases your EMPG award on that amount, and 2) tracks expenditures to ensure funds are used to supplement and not supplant that budget.

## **2. What is supplanting?**

Supplanting occurs when local funding that is pre-budgeted for a specific purpose is replaced with federal funding for the same purpose. For example, if you currently pay for three emergency managers with local funds, you could not begin to pay for one of those salaries with EMPG funds because that would be supplanting. You could, however, hire a fourth emergency manager using EMPG funds. Similarly, if you had 3 ½ emergency managers budgeted you could use EMPG funds to bring the ½ time FTE to a full time FTE.

## **3. Do I have to wait until I spend all of my local funds before I can spend EMPG funds and begin EMPG projects?**

No, you can request reimbursement for EMPG expenses throughout the performance period of your contract. You should track your expenditures against EMPG funds and your local emergency management budget. You need to monitor your expenditures against both to ensure that you expend your entire local emergency management budget for the year by the end of the contract. Because your EMPG award amount is based on your total local budget, if you do not spend that total budget on emergency management we will have to adjust your EMPG award to reflect a revised total budget. We are only able to amend your contract and adjust your award amount within the performance period of the contract which is why it is essential that you monitor your spending throughout the year.

## **4. What if I don't spend my entire local emergency management budget before the end of the contract?**

If you know before the end of the contract performance period that you are not going to be able to expend your entire local emergency management budget due to unforeseen cost savings you will need to notify the State as soon as possible. Your total EMPG award will be reduced to reflect your new revised total emergency management budget and your contract will be amended.

If you have any further questions, please contact Rachel Glahe, EMPG Program Manager, at [r.glahe@emd.wa.gov](mailto:r.glahe@emd.wa.gov) or (253) 512-7064.